

<b>CH2M HILL Hanford Group, Inc.</b>	<b>Manual</b>	<b>USQ #99-0671</b>
<b>ELEVATING WORK PLATFORMS</b>	<b>Volume</b>	<b>HNF-IP-0842</b>
	<b>Section</b>	<b>9, Safety</b>
	<b>Page</b>	<b>4.18, REV 0b</b>
	<b>Issue Date</b>	<b>1 of 5</b>
	<b>Effective Date</b>	<b>June 4, 2002</b>
<b>APPROVAL AUTHORITY:</b>		<b>R. E. DeBusk</b>
<b>AUTHOR:</b>		<b>K. L. Worley</b>

## 1.0 PURPOSE AND SCOPE

This procedure establishes the requirements for safe operation and maintenance of work platforms that can be raised and lowered including vehicle-mounted elevating and rotating aerial devices, manually propelled elevating aerial platforms, self-propelled elevating work platforms, and boom-supported elevating work platforms.

This procedure does not cover the following:

- 
- 
- 
- Crane-suspended or forklift supported work platforms
- Suspended scaffolding
- 
- Fire fighting apparatus.

The requirements in this procedure apply to all CHG and subcontractor employees.

## 2.0 RESPONSIBILITIES

### 2.1 Managers/Supervisors (User Organization)

1. Managers and supervisors are responsible for ensuring: (5.5.a, 5.6.a)
  - a. All elevating work platforms purchased, leased, rented, or otherwise used shall be built in accordance with the most recent ANSI standards including ANSI/SIA A92.2, A92.3, A92.5, and A92.6.
  - b. All manufacturer-required inspections, tests, and maintenance actions are up-to-date/completed.
  - c. The removal from service of any equipment that is not in proper operating condition until qualified repair is completed.
  - d. A copy of the equipment's operating manual is retained with each unit.
  - e. Equipment selected for use in a hazardous environment (explosive or flammable atmosphere) is approved for use in such locations.
  - f. Vehicle-mounted elevating and rotating aerial device selected for performing work on or near energized conductors or equipment is designed and tested to provide the level of protection needed for the voltages to be encountered, in accordance with ANSI A92.2.

- g. Employees authorized to operate, inspect, maintain, repair, or modify equipment are trained and qualified to the requirements of this procedure and specific manufacturer's requirements (with a record of completed training retained) for the type or class of equipment assigned.

NOTE: Operator training requirements can be met by completing Aerial Lifts Operator training course supplied by representative contractors, manufacturer's training classes, or other recognized training that covers the content of applicable requirements and includes on-the-job training and on-the-job evaluation.

- h. Modifications may impact the stability or safety of the equipment. These modifications shall be approved in writing by the manufacturer. If the manufacturer no longer exists, a qualified person may approve and direct the modification work.
- i. Records of inspections and tests (with the exception of those performed as "routine daily"), maintenance, and modification activities are prepared and maintained as part of an equipment history file.

## **2.2 Operators/User**

Operators/users are responsible for: (5.5.a, 5.6.a)

1. Inspecting elevating work platforms before use.
2. Reporting defective equipment.
3. Operating elevating work platforms in accordance with safe work practices and manufacturer's directions.

## **3.0 PROCEDURE** (5.5.a, 5.6.a)

### **3.1 Inspection**

Operators/Users:

1. Visually inspect and test-operate elevating work platforms daily in accordance with manufacturer instructions.
2. Report defective equipment to your supervisor/manager, and tag out-of-service until repaired.
3. Check the operability of the equipment and make sure it is free of defects that would compromise the safety of the equipment.
4. Make authorized corrections and report other deficiencies for qualified maintenance or repair.

### **3.2 Setting Up and Using Elevating Work Platforms**

Operators/Users:

<b>RPP ADMINISTRATION</b>	<b>Manual</b>	<b>HNF-IP-0842</b>
	<b>Volume</b>	<b>9, Safety</b>
<b>ELEVATING WORK PLATFORMS</b>	<b>Section</b>	<b>4.18, REV 0b</b>
	<b>Page</b>	<b>3 of 5</b>
	<b>Effective Date</b>	<b>June 4, 2002</b>

1. Set up and operate elevating work platforms in accordance with safe work practices and requirements in this standard, in training classes, and in the manufacturer's directions.
2. Set brakes and fully extend outriggers/stabilizers (if equipped).
3. Position on stable surfaces or use pads/appropriate cribbing arranged in a stable configuration.  
  
NOTE: If the outriggers/stabilizers cannot be fully extended, operate within the manufacturer's limitations.
4. Complete a survey of the worksite to identify and control potential hazards, such as drop-offs/holes at operating level, untamped earth fills, inadequate operating surface support, ground-level and overhead obstructions, weather conditions, and falling objects.
5. Operate equipment on level surfaces or within the slope limits given by the manufacturer. Use wheel chocks when working on inclines.
6. Ensure that the area surrounding the work platform is clear of personnel and equipment before lowering the platform or position awareness barriers around the elevating work platforms.
7. Do not locate personnel or use tools and equipment where there is a possibility of contact with energized overhead high voltage lines (high voltage lines are overhead lines with no insulation). Equipment shall be set up at least 10 feet from high voltage lines of 50 kilovolts or less and an additional 4 inches for every 10 kilovolts over 50 kilovolts.
8. When work will take place within a horizontal distance 20 feet of the center line of the nearest high voltage line, contact Electrical Utilities Operations central dispatch at 373-2320 or 373-2321 for assistance at least 48 hours before the scheduled work.  
  
NOTE: Electrical Utilities Operations may impose additional requirements for the work activity.
9. Provide safety barriers around manlifts operated in restricted areas so that personnel cannot be caught between rotating equipment and adjacent fixed objects.
10. Stand on the basket or platform floor and do not sit or climb on the edge or handrail. Do not climb out of the platform or use the railings, planks, ladders, or other devices to achieve additional working height or reach.
11. Use an approved access means (e.g., ladderway or ladder) for ascending and descending the work platform.
12. In vehicle-mounted elevating and rotating aerial devices, wear a full body harness and lanyard at all times with the lanyard connected to an approved anchorage on the equipment at the platform position. Fall protection is not required in scissor lifts or telescoping work platforms which have a fully enclosed work platform.

<b>RPP ADMINISTRATION</b>	<b>Manual</b>	<b>HNF-IP-0842</b>
<b>ELEVATING WORK PLATFORMS</b>	<b>Volume</b>	<b>9, Safety</b>
	<b>Section</b>	<b>4.18, REV 0b</b>
	<b>Page</b>	<b>4 of 5</b>
	<b>Effective Date</b>	<b>June 4, 2002</b>

13. Do not tie off to an adjacent pole, structure, or equipment while on an elevating work platform.
14. Do not use elevating work platforms to hoist materials that would otherwise require other lifting equipment.
15. Do not exceed the load capacity of the unit.
16. Do not move an elevating work platform when the platform is occupied unless the equipment is specifically designed for this type of operation.

NOTE: For vehicle-mounted elevating and rotating aerial devices, the boom should be completely retracted and resting in the transport cradle.

NOTE: Units that can be moved in elevated positions have interlocks that keep the vehicle from moving or controlling the speed to a rate that does not affect stability when the platform is raised.

17. Secure booms and outriggers in accordance with the manufacturer's instructions prior to over-the-road transport.

### **3.3 Design Criteria**

All elevating work platforms purchased, leased, rented, or otherwise used shall be built in accordance with the most recent ANSI standards including ANSI/SIA A92.2, A92.3, A92.5 and A92.6.

### **3.4 Records**

"Inspection, Maintenance, Repair, Modification, and Test Records" and "Qualification to Operate, Inspect, Maintain, Repair, or Modify Equipment" are considered record material and shall be retained in accordance with the Records Inventory Disposition Schedule (HNF-PRO-210) **for CHG operations activities. Subcontractors may use their own records tracking and inventory system.**

### **4.0 DEFINITIONS**

Approved. Certification that an elevating work platform meets the strength, stability, or special requirements (e.g., insulating capability) stated in this section, 29 CFR, or applicable ANSI standards.

Elevating Work Platform. A work platform consisting of a floor and guardrail system attached to a raising or lowering mechanism. The platform mounts on a base unit that provides structural stability, mechanisms for raising and lowering the platform, and sometimes a drive unit for relocating the unit to another location. The system is used to provide approved work platforms to position personnel for working at heights.

Insulated. An elevating work platform with dielectric components designed and tested to meet specific requirements for use on or around energized electrical circuits or equipment. Such platforms are labeled/marked by the manufacturer to identify certification.

<b>RPP ADMINISTRATION</b>	<b>Manual</b>	<b>HNF-IP-0842</b>
	<b>Volume</b>	<b>9, Safety</b>
<b>ELEVATING WORK PLATFORMS</b>	<b>Section</b>	<b>4.18, REV 0b</b>
	<b>Page</b>	<b>5 of 5</b>
	<b>Effective Date</b>	<b>June 4, 2002</b>

Scissor Lift. A type of mobile or manually propelled device that has an adjustable position platform, supported from ground level by a structure. Typically, the platform moves only vertically, though some units have limited horizontal movement of the platform.

Telescoping Platform. A type of elevating work platform which achieves desired heights through the use of an extensible and retractable boom assembly.

## 5.0 SOURCES

1. ANSI/SIA A92.2, "Vehicle Mounted Elevating and Rotating Aerial Devices."
2. ANSI/SIA A92.3, "Manually Propelled Elevating Work Platforms."
3. ANSI/SIA A92.5, "Boom-Supported Elevating Work Platforms."
4. ANSI/SIA A92.6, "Self-Propelled Elevating Work Platforms."
5. 29 CFR 1910, "Occupational Safety and Health Administration, Department of Labor."
  - a. Subpart F, "Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms." (S/RID)
  - b. 1910.67, "Vehicle-Mounted Elevating and Rotating Work Platforms."
6. 29 CFR 1926, "Safety and Health Regulations for Construction."
  - a. Subpart L, "Scaffolds." (S/RID)
  - b. 1926.453, "Aerial Lifts."